

PERSONNEL DEVELOPMENT SEMINARS (PDS) REQUEST FOR PROPOSALS (RFP)

Course title: PRESENTATION SKILLS

Prerequisites: None

Intended audience: State employees at all levels. Participants with little or no experience making presentations.

Overall purpose of course:

Learn and practice effective specialized techniques and skills to make presentations on behalf of a participant's employer.

Topics to include:

- creating an effective presentation structure
- addressing the Fear Factor
- establishing credibility
- getting off to a good start
- learning about vocal characteristics
- understanding body language - the non-verbal side of delivery
- adding meaningful stories to your presentation
- introducing a speaker
- dealing with difficult speaking situations
- using audio/visual aids effectively
- giving a highly structured presentation with minimum notes
- closing on a strong note
- pre-testing and post-testing

Suggested delivery methods:

- lectures
- individual activity
- visuals
- skills practice and feedback
- diverse approaches in teaching to match the different styles of adult learners

Specific instructor qualifications:

- knowledge of adult learning principles
- experience training adults
- expertise in subject matter

Course length (contact hours per day): 2 days (14 hours)

Estimated number of 2004-2005 Sessions: 2

Approximate participants per course: minimum 12 maximum 24